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Assessable Unit: (Mailing address and phone number)							
Function. The function covered by this checklist is the management of Army lodging.							
Purpose. The purpose of this checklist is to assist Housing Managers in evaluating the key management control to cover all controls.	ols outlined below. It is not intended						
Instructions. Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement).							
Supersession. This checklist replaces the checklist for "Housing/Transient Housing" previously published in DA Circular 11-91-4.							
Comments. Help to make this a better tool for evaluating management controls. Submit comments to: ATTN CFSC-HD-O, USACFSC, 2760 EISENHOWER AVENUE, SUITE 400, ALEXANDRIA, VA 22314-0512.							
Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)	Date of Evaluation						
Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)							

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	RESPONSE			TESTING APPROACH			
TEST QUESTIONS	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation
1. Is the HOMES Billeting Module used as a management tool in the day-to-day operation of Army lodging (HQDA, installation)							
2. Is the Army lodging officer designated as the NAF Billeting Fund Manager? (Installation)							
3. Are fiscally sound APF and NAF Five-Year Program Plans prepared based on assessments of installation Army lodging needs, current programs, available resources (APF and NAF), and shortfalls? (HQDA, MACOM, FOA, installation)							
4. Are an Annual Operating Budget (AOB), a Capital Purchases and Minor Construction (CPMC) Budget, and a Service Charge Worksheet prepared for each Army lodging activity? (Installation)							
5. Is an MOA or MOU in effect which documents UPH(TDY) expense for NAFI common service support? (Installation)							
6. Are authorized APFs validated as unavailable by the installation commander where NAFs are used because APFs are not available? (Installation)							
7. Does the NAF income generated by each activity UPH(TDY), GH, and UPH(PP) support that activity's NAF annual operating expenses? (Installation)							
8. Are APFs and NAFs monitored to ensure their expenditure against approved uses? (Installation)							

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RESPONS	TESTING APPROACH				
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TEST QUESTIONS - Continued -	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation
17. Is the month-end, open accounts receivable listing compared to the rooms shown as occupied on the room register? (Installation)							
18. Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates? (Installation)							
19. Is a physical inventory of UPH(TDY) assets conducted at least biennially? (Installation)							
20. Are changes in functional use of Army lodging documented in installation real property records? (Installation)							
21. Do TDY billeting facilities which are contracted out comply with the policy in AR 210-50, paragraph 11-13? (Installation)							
22. Are physical inventories of UPH(TDY) NAF assets conducted in accord with DOD 7000.14-R (vol 13), appendix A, paragraph A040404 and table 4-2? (Installation)							